

ADMINISTRATIVE - INTERNAL USE ONLY

21 September 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training

1. Courses

a. At a meeting on 14 September of the Ad Hoc Training Committee set up to organize the International Narcotics Control course to be given at FSI, agreement was reached on the overall content and the three-week schedule. The course will begin on 25 September and in the second week the Agency will have two full days of presentations on field operations, directing the emphasis to its support of the BNDD and Customs. Instructors in the Operations School and officers from WH will give the presentations. There will be about 25 participants, coming from BNDD, Customs, Public Safety, and the Department of State. [REDACTED] is scheduled 25X1A to talk to the class during the first week, outlining the Agency's charter in narcotics control and its interaction with Community members.

b. The Basic Operations Course opened [REDACTED]

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[REDACTED] on Monday, 18 September, with 47 students. Among that number are 14 Career Trainees and [REDACTED] a psychologist from the Psychological Services Staff/OMS. The remaining 32 are from the CS.

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c. Forty-one employees are attending the three-day Microfilm Systems Seminar being given from Tuesday to Thursday of this week. This is the largest class to date; the class limit of 25 being waived to accommodate all applicants. We are not certain that requirements for the Seminar will continue beyond the next running in November, but if there are indications of continued need for the information, we will negotiate a schedule with [REDACTED] whose contract extends to the end of June.

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d. In response to a request from the Office of Security, we have made a slight modification in scheduling the Clerical Orientation, the four-day program for cleared clerical personnel. By arranging for the orientation to begin on Tuesday, OS can now provide a separate, general briefing on Monday for the new recruits awaiting clearance. (They used to be briefed with the cleared clericals.) Those clericals who are cleared will now join the EOD professionals for the regular, in-depth briefing.

e. In response to a request from NSA, the two CIA instructors in the Information Science Center, [REDACTED] have agreed 25X1A to provide two days of instruction on information science techniques in analysis of information, and manipulating data bases, plus a demonstration of the use of a remote terminal. The instruction will be given at NSA as part of the course on Information Research and Use of Intelligence Sources. The agreed dates are 24 and 26 October.

f. OCS's initial presentation in the auditorium on Tuesday, 12 September, of "Everything You Always Wanted to Know About Computers — But Were Afraid to Ask" attracted about 150 employees. OCS is planning a series of ten short programs, also under contract with Control Data Corporation, the final one to be given sometime in December. As with the first program, OTR will assist OCS in publicizing the series throughout the Agency.

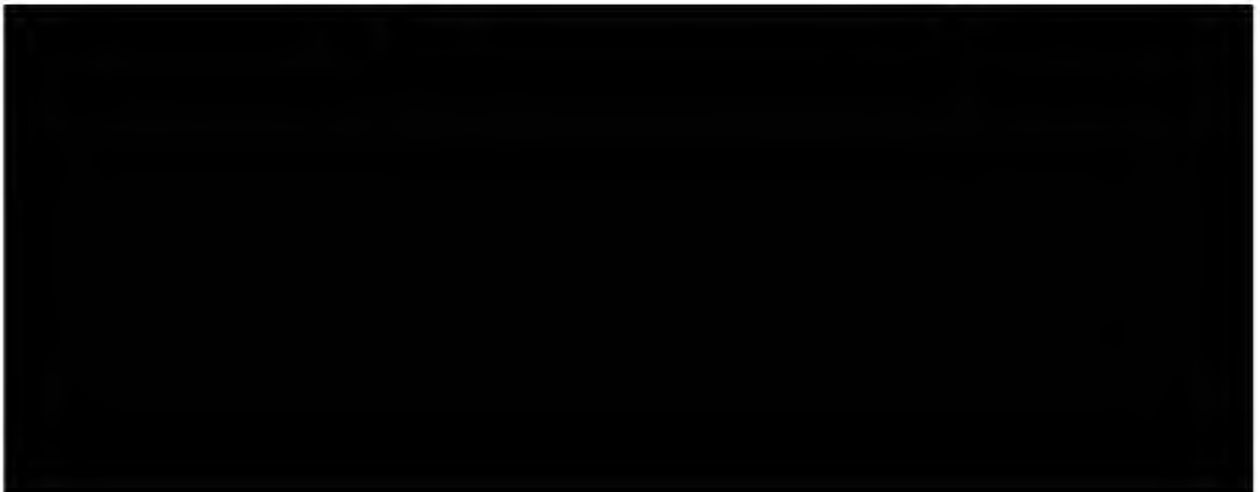
g. The Romance Roundtable, initiated by the Language School in late 1971 (four meetings have been held) has been so well received that there is now some expressed interest in a similar contact among instructors of the Germanic languages. The DC/LS has been talking with representatives of DLI and FSI and, based on their reactions, it is likely that a Germanic Roundtable will be organized and meeting before the end of 1972.

h. We have reviewed the Soviet-produced documentary on the President's trip to the USSR in relation to its use in our instructional programs and have concluded that it adds nothing substantive to what we teach. The film is more of a travelogue with mildly propagandistic commentary.

2. General

OTR's film-production activity currently involves completing a film on ORD projects for use of top management in the S and T Directorate; producing, in conjunction with OSP, an overhead reconnaissance film; redoing a portion of [REDACTED] and discussing plans for a records-keeping film; the last-mentioned in consultation with [REDACTED] . . . 25X1A

Two GS-15 officers from OBG are the only registered applicants at this time for the Foreign Affairs Executive Seminar scheduled to start on 30 October. . . . The four-day Management Conference of the Central Reference Service ended [REDACTED] on Thursday, 25X1A



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[REDACTED] of OCL. Special administrative briefings have been arranged for each. . . . For the first time in at least three years, with a possible exception of the Christmas holidays, and for two days only (11 and 12 September), all Headquarters staffers (13) in the [REDACTED]

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[REDACTED] were in the United States. . . [REDACTED]

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### 3. Briefings

a. The second briefing of members of the President's Executive Interchange Program is scheduled for Friday, 6 October, from 2 to 4 p.m. in Room 1A07 at Headquarters. About 55 guests are expected. Mr. Colby will give a talk during the first hour and will be followed by panel representatives from each directorate.

b. At Headquarters on Thursday, 14 September, [REDACTED] 25X1A  
briefed [REDACTED] on the subject of CIA and 25X1A  
the US Government.

4. Guest Speakers

Attached is the schedule of high-level guest speakers who will participate in OTR courses during the week beginning Sunday, 24 September.

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HUGH T. CUNNINGHAM  
Director of Training

Att

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